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69-6214

14 JAN 1969

MEMORANDUM FOR : Deputy Director for Support

SUBJECT : Critical Review of Office Operations

REFERENCE : DDS Memorandum, dtd 21 November
1968, Same Subject
DDS Meeting, dated 26 November 1968,
Same Subject

1. This memorandum is for information only.
2. In compliance with the above references, set forth in Tab A are the most important, past and more recent critical review actions completed by the Office of Security. These actions were taken for the purpose of assuring maximum and effective employee utility and records management efficiency commensurate with the functional requirements and responsibilities of the OS Directorates.
3. In accordance with the guidelines established by the DD/S the following critical reviews are scheduled for 1969.
 - a. A critical review of OS Administration and Training Staff functions and responsibilities has recently been requested by Chief, A&TS, with a deadline date of COB 31 January 1969; a representative of the Executive Staff will also conduct an audit of all desk functions and responsibilities of the Special Security Center and the Executive and Planning Division, and submit a report to the Executive Officer/OS by approximately 15 February 1969.
 - b. Under the Deputy Director of Security for Investigation and Operational Support, Special Agents in Charge, Division and Staff Chiefs will conduct a review of all current programs. A committee composed of

DD/IOS, ADD/IOS and SA/DD/IOS will examine component findings and submit a report to the OS Executive Officer by 30 April 1969.

c. During FY 1969 personnel of the Security Records and Communications Division of the DD/PS will comprehensively review the criteria covering additions to the OS Master Index in order to control necessary expansion of the Index and assure quality recording. Microfilm holdings will be inspected for retirement or purging, and a study initiated to implement file miniaturization of inactive or retired files to a system such as microfiche; additionally, the Personnel Security Directorate plans a number of surveys and studies of many of their activities, such as improving the security briefings for Agency overseas travelers, "crank" mail handling, and the role played by the Personnel Security Division in the Agency's Retirement Program.

4. The new Overseas Security Support Division was established on 14 October 1968 to render physical, personnel and technical security support abroad in areas which were originally supported by regional staffs and which were eliminated by BALPA considerations. Each Division of the Physical, Technical and Overseas Security Directorate has scheduled for early calendar year 1969 introspective workshop seminars to review priority areas in terms of maximal use of available manpower. Production areas are to be pushed and possible nonproductive areas dropped. Since a "shake down" period will be required to assure no duplication of efforts in the administration of PTOS programs under the recent organizational changes, it is believed that a detailed review of its activities would be more productive and meaningful in approximately twelve months' time.



Director of Security

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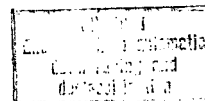
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TAB A

1. In August 1965 the duties and functions of the Office of Security were completely reorganized. The thrust of this reorganization was to compartmentalize functions in order to eliminate duplication of efforts.
2. In June 1967, as a result of operational and cost saving considerations, [redacted] were merged. 25X1
3. In August 1967 a comprehensive survey of the Office of Security was conducted, covering the functions and responsibilities of all OS personnel to determine if any slots could be made available to satisfy new requirements.
4. In January 1968 the operations [redacted] were consolidated, making available a reservoir of manpower capable of responding more rapidly and efficiently to operational requirements without adversely affecting the normal processing of field investigations. 25X1
5. In March 1968 a total analysis of the Personnel Security Division was made of all Division positions which resulted in a revised functional statement for the Division and a realignment of positions to correlate more closely with work load requirements; a subsequent inspection of the Division by the OP Wage and Classification Staff validated the effort.
6. In August 1968 a Case Processing Task Force completed a comprehensive survey of all overt and covert case processing which demonstrated that OS management is utilizing a flexible method of processing which results in the best product at the most efficient rate of production commensurate with the sensitivity of the position or project under consideration.
7. The OS Annual Records Management Report completed this month reflects continued substantial accomplishments and savings in the field of paper work management. Of special note was the accomplishments of the Office of Security responding to the request of the Deputy Director for Support to purge office retired records
[redacted]

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8. Currently a representative of the Executive Staff is conducting extensive research into converting the file collection of the Interrogation Research Division of DD/PS to a microfiche file system. If successful, all IRD material at the [redacted] [redacted] will be transferred to Headquarters and placed on a microfiche file, including the present, active Headquarters collection, all of which will be henceforth maintained by IRD. At present, a definite time cannot be given as to when this effort will be fully realized.

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